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PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Consultant to prepare the stakeholder analysis and scoping report of the Coastal Plan of Boka-Kotorska Bay (Montenegro) in the frame of the GEF MedProgramme Child Project 2.1

SIMPLE PROCUREMENT

Reference number 35/2021

Split, September 2021

**1. GENERAL INFORMATION**

**1.1. Client information:**

**Name: Priority Actions Programme Regional Activity Centre – PAP/RAC** (hereinafter: the Client)

**Registered office – address: 21000 Split, Kraj Sv. Ivana 11**

**Personal identification number (PIN): 27788012253**

**Telephone: + 385 21 340470**

**1.2. Contact person:** Questions concerning the tender contents and format can be sent to the person in charge of communicating with Tenderers, Ivan Sekovski, e-mail: ivan.sekovski@paprac.org.

* 1. **Procurement type:** Simple procurement
  2. **Estimated procurement value:** Procurement value is estimated 32 000 HRK without VAT.

**1.5. Common Procurement Vocabulary (CPV) code:** 90713000-8

**2. INFORMATION ON THE PROCUREMENT SUBJECT MATTER**

**2.1. Introduction**

The Mediterranean Sea Programme: Enhancing Environmental Security (MedProgramme) is a 43 million USD assortment of seven child projects funded by the Global Environment Facility (GEF) over the 2021-2025 period. It aims to kick start the implementation of priority actions to reduce the major transboundary environmental stresses affecting the Mediterranean Sea and its coastal areas, while strengthening climate resilience and water security and improving the health and livelihoods of coastal populations. UNEP/MAP is its executing agency, and partners in execution include UNESCO/IHP, EIB, IUCN Med, GWP Med, WWF Mediterranean and the UNEP/MAP Regional Activity Centres Plan Bleu/RAC, PAP/RAC, SCP/RAC and SPA/RAC. Its ten beneficiary countries are Albania, Algeria, Bosnia and Herzegovina, Egypt, Libya, Lebanon, Morocco, Montenegro, Tunisia and Turkey. The MedProgramme is articulated around four components, reflecting the priorities adopted by the Contracting Parties to the Barcelona Convention:

● Reduction of land-based pollution in priority coastal hotspots and measuring progress to impacts;

● Enhancing Sustainability and Climate Resilience in the Coastal Zone;

● Protecting Marine Biodiversity;

● Knowledge Management and Programme Coordination.

MedProgramme builds on the GEF MedPartnership and ClimVar & ICZM projects, which enriched the knowledge on the Mediterranean environment and unravelled the implications of climate change and variability; strengthened countries’ mutual trust, cooperation and common purpose; consolidated the partnership among countries, UN bodies, civil society organizations, bilateral donors and the European Union; and tested on the ground the feasibility and effectiveness of technical and policy instruments aimed at addressing major present and future threats to environmental sustainability and climate related impacts.

This invitation to tender for consultant to prepare the stakeholder analysis and the scoping report for Coastal Plan of Boka-Kotorska Bay (Montenegro) concerns in particular the activities under the **MedProgramme Child Project 2.1 (CP 2.1):** **Mediterranean Coastal Zones: Water Security, Climate Resilience and Habitat Protection**, that PAP/RAC is contributing to in collaboration with other Executing Partners (in particular Plan Blue).

Activity 1.3.5 of MedProgramme’s Child Programme 2.1. specifically highlights that one ICZM Plan (Coastal Plan) should be developed and submitted for adoption (Boka Kotorska Bay, Montenegro). The development of a local coastal plan that mainstreams climate change adaptation is identified as one of the priorities in Montenegro’s National ICZM Strategy. This Plan should be developed according the ICZM Protocol Article 18, also in synergy with Activity 2.1 of the SCCF Project (a related MedProgramme project). Some of initial activities in development of Coastal plan, such as stakeholder analysis and scoping report are a subject of this procurement, and are described in more detail in the Chapter 2.2.

**2.2. Description of the procurement subject matter**

The task will consist of the following key components:

1. stakeholder analysis, using PAP/RAC methodology with a particular emphasis on the gender parity;
2. an updated baseline audit questionnaire from 2017 for Montenegro for MedProgramme Child Project 2.1;
3. inventory and analysis of climate-driven pressures and impacts, and other environmental issues, most relevant to the Boka-Kotorska Bay area (i.e. draft inputs for the Scoping report); and
4. final Scoping report.

In more detail:

a) One of the crucial features of the ICZM process is inclusive stakeholder involvement in the preparation and implementation of the Strategy. Therefore, as a first step a stakeholder analysis is needed. It will serve to design the participatory process, as well as to secure the inputs needed for the Scoping Stage. The participation of stakeholders is expected in series of Climagine workshops, which will follow back-to-back the steps of preparation of the Plan. Finally, one of the key pillars of the MedProgramme is gender, as established in the MedProgramme Gender Mainstreaming Strategy. Stakeholder analysis and project activities in general should ensure that gender issues are recognized and adequately taken into consideration, as well as that the gender parity is achieved. Guidelines for the preparation of the stakeholder analysis and the Guidelines for considering gender aspects will be provided by PAP/RAC.

b) A baseline audit questionnaire from 2017 was submitted from Montenegro for the needs of the MedProgramme Child Project 2.1. The purpose of the 2021 update is to include all relevant legislation, institutional measures, projects, strategies, plans, programs etc. that are relevant for Montenegro. The original baseline audit questionnaire, prepared by Montenegro in 2017, will be provided by PAP/RAC.

c) Specifics of geographical setting, climate-driven pressures and impacts, and other important environmental issues, that are most relevant to Boka-Kotorska Bay, should be identified by Consultant. This is mostly desk-work, an outcome of the literature review, in which critical issues in coastal zone should be revealed, together with potential impacts of climate change in the area. In addition, legal basis for Coastal Plan in Boka-Kotorska bay should be documented, together with providing insights into potential governance structure of future plan implementation, and revealing other (ongoing) relevant planning activities in the area. SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) for plan implementation should be prepared (1-2 pages). These information will feed into Inception report (that will be drafted by PAP/RAC).

d) Final scoping report should be developed by the Consultant. This report should primarily include perceptions of all relevant stakeholders that participated in the Climagine / Scoping workshop. This (first) workshop is expected around late October/beginning of November in 2021. Final scoping report should serve to identify the most pressing environmental and climate-related issues in the area, that will be later further elaborated/processed in following stages of the ICZM process.

In addition, participation of the Consultant in an online inception meeting (expected in October/November 2021) is envisaged. As mentioned, outputs prepared under c) will be a part of the Inception report. Review of the report from that meeting (report to be prepared by PAP/RAC) is also expected from the Consultant.

**2.3. Deliverables and deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.2 are as follows:

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| a. Stakeholder analysis | 25 October 2021 (draft)  22 November (final) |
| b. An updated baseline audit questionnaire for Montenegro | 5 November 2021 |
| c. Draft inputs for the Inception report (including SWOT analysis) | 29 October 2021 |
| d. Final Scoping report | 13 December 2021 |

The deliverables b.) and c.) shall be written in English, while a.) and d.) can be written in Montenegrin. All deliverables should be submitted in an electronic form (Word form for Windows).

**3. ELIGIBILITY OF ECONOMIC OPERATORS (SELECTION CRITERIA)**

**3.1. Technical and professional capacity**

The Tenderer shall prove it has the following qualifications:

• University degree in relevant social, environmental or technical sciences, preferably with a focus in coastal management/planning and/or adaptation to climate change, relevant for subject of this tender

• At least 5 years of experience in working on the projects relevant to the main activity fields of this project and in project area (Montenegro, preferably Boka Kotorska Bay), preferably activity fields related to coastal management/planning.

• Written and oral fluency in Montenegrin and English

**For the purpose of establishing the grounds set out in item 3.1. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

1. **The Tenderer’s curriculum vitae (CV), clearly highlighting among others, required technical and professional qualifications.**

**4. INFORMATION ON THE TENDER**

**4.1. Tender contents and format**

The Tender proposal should contain the following elements:

1. **Tender sheet** signed andfilled in according to this Invitation to Tender (Annex 1);
2. **Curriculum vitae** of the Tenderer,proving required technical and professional capacity;
3. **List of projects verifying expertise (see chapter 5) of the Tenderer**(Annex 2);
4. **Cost statement** signed andfilled in according to this Invitation to Tender (Annex 3);

**4.2. Tender format and submission**

Tender offers need to be drafted according to the requirements laid out in the Invitation to Tender.

Offers shall be sent electronically to the following e-mail address: [ivan.sekovski@paprac.org](mailto:ivan.sekovski@paprac.org)

with “Montenegro CP2.1 – stakeholder analysis and scoping report” as the e-mail subject.

**4.3. Date, time and place of tender submission**

Tender offers must be received **by 8 October 2021, 12 pm CEST.**

All offers received after the bid opening deadline will be marked as late and excluded from the procedure.

* 1. **The Tenderer may amend or withdraw his Tender before the Tender submission deadline.** The amended Tender shall be submitted in the same manner as the original and clearly marked as amended. The Tenderer may withdraw his Tender by submitting a written statement before the Tender submission deadline. The written statement shall be submitted in the same manner as the original Tender and clearly marked as a statement of Tender withdrawal. Alternative Tenders are not permitted.
  2. **Tender currency: Croatian Kuna (HRK)** The tender is expressed in Croatian Kuna (HRK).
  3. **Language and script:** The Tender shall be drafted in English language, using the Latin script.
  4. **Period of validity:** 15 days from the tender submission deadline.
  5. **Price setting method**

The Tender price consists of Pre-Vat price, VAT and total price.

Tenderers that are registered in Croatia:

- if in VAT system, expressed VAT shall be 25%;

- if out VAT system, expressed VAT shall be 0%.

Tenderers registered outside the Republic of Croatia (in/or out of VAT system) do not express VAT, but indicate “reverse charge” (see Annex 1, 3.).

Note: The Pre-VAT price for natural person includes all taxes, pay-related social insurance contributions and all other contribution or payments, statutory or otherwise, arising by virtue of performance of the services.

**5. AWARD CRITERIA**

The Tender will be awarded according to the **most economically advantageous tender (MEAT) criteria**.

The following table sets out the criteria, units of measure, labels and their relative importance. They will be applied to Tenderers who satisfy technical and professional capacity criteria set in chapter 3.1.The MEAT award criteria are the following:

* proposed price (Annex 3);
* expertise of the Tenderer (Annex 2); and

Determining the MEAT according to the above criteria for selecting the MEAT will be done as follows: after the Client has determined the score value by individual criteria for each Tenderer, the points awarded to Tenderer according to each of the criteria will be summed in order to obtain the total number of points for each Tenderer. The most favourable Tenderer will be the one who has earned the highest total score according to all the above criteria.

At that, the MEAT is equal to the highest total score resulting from the ranking of the Tenders; the total maximum number of points is 100.00 with the total points being calculated in two decimal places. In case that two or more Tenders achieve equal number of points, the one received earlier will be chosen. As a proof, data will be used on the order in which tenders have been received.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Criteria label** | **Description and measuring unit** | **Methodology** | **Number of points** | **Maximum** |
| Price | P | The Tender price, i.e. the financial Tender amount in HRK including VAT, if applicable | C = (lowest bid price/bid price being evaluated) x 40 | 40 | 40 |
| Expertise | E | Number of projects related to coastal zone management and/or adaptation to climate change in Montenegro in which the tenderer was involved as the key expert/coordinator | 1 - 2 | 20 | 60 |
| 3-5 | 40 |
| More than 5 | 60 |

Selection of the most economically advantageous Tenders (ENP) will determine the basis for evaluating the criteria for each individual Tender according to the delivery of the requested Tenderer's documentation, in the appropriate form: **ENP = P + E**.

**For the purposes of establishing the grounds set out in item 5. of the Invitation to Tender the Tenderer shall submit the following in his/her Tender:**

1. ***List of projects verifying expertise of the Tenderer*** (Annex 2)*;*

**6. DUE DATE, CONTRACT AND TERMS OF PAYMENT**

The Contract will be made in HRK currency.

In case that Tenderer requests payment in EUR, the Client will use the exchange rate of the OTP Bank d.o.o. valid on the date of payment.

The Client shall make the payment to the Tenderer in two instalments i.e.:

* 50% upon submission and clearance by PAP/RAC of the deliverables a. and b.
* 50% upon submission and clearance by PAP/RAC of the deliverables c. and d.

All legal person and natural person which are in VAT system and conduct financial transactions with the Client are required to issue electronic invoice/s. The invoice/s shall be issued as e-invoice through FINA e-invoice service or through PEPPOL Network.

An advance payment by the Client is not permitted.

Envisaged duration of the Contract is 4 months.

# Annex 1

# Tender sheet

**Tender date**:

**Contracting Authority**: Priority Actions Programme Regional Activity Centre (PAP/RAC), Kraj Sv. Ivana 11, 21000 Split, Croatia

**Subject of procurement**: Consultant to prepare Stakeholder analysis and Scoping report of the Coastal Plan of Boka-Kotorska Bay (Montenegro) in the frame of the GEF MedProgramme Child Project 2.1

**Tenderer information:**

|  |  |
| --- | --- |
| **Tenderer’s name and registered seat** |  |
| **PIN[[1]](#footnote-1)** |  |
| **Bank name** |  |
| **IBAN** |  |
| **SWIFT** |  |
| **The economic operator is VAT registered (select)** | YES NO |
| **Name, family name and position of a person / persons authorised to sign the public procurement contract** |  |
| **Name and title of the contact person:** |  |
| **Mail address:** |  |
| **E-mail address:** |  |
| **Telephone number:** |  |

**Tender price:**

|  |  |
| --- | --- |
| Tender price, excluding VAT (HRK) |  |
| VAT (25%)[[2]](#footnote-2) |  |
| Total price with VAT (HRK) |  |

**Bid validity date:** (at least 15 days after the bid submission deadline)

**For Tenderer:**

# (Signature of the legal representative)

# Annex 2

# Practical experience verifying expertise of the Tenderer

Relevant experience of the tenderer- consultant (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, relevant to the main activity fields of this project and in project area (Montenegro, preferably Boka Kotorska Bay), preferably activity fields related to coastal management, in which the Tenderer was involved as a key expert/coordinator:

|  |  |  |  |
| --- | --- | --- | --- |
| No[[3]](#footnote-3). | Experience (name of the project or other type of engagement) | Role of the expert | Year |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2021

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of the applicant or legal representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the applicant or legal representative)

# Annex 3

# Cost statement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Technical description and cost statement for the Consultant to perform to prepare Stakeholder analysis and Scoping report of the Coastal Plan of Boka-Kotorska Bay (Montenegro) in the frame of the GEF MedProgramme Child Project 2.1*** | | | | | |
| No. | Deliverable description | Unit | Approx. amount | Unit price in HRK | Total HRK |
| 1. | Stakeholder analysis | 1 |  |  |  |
| 2. | An updated baseline audit questionnaire for Montenegro | 1 |  |  |  |
| 3. | Draft inputs for the Inception report (including SWOT analysis) | 1 |  |  |  |
| 4. | Final Scoping report | 1 |  |  |  |
| ***Tender price in HRK without VAT (total item amount)*** | | | | |  |
| ***VAT amount (25%)*** | | | | |  |
| ***Tender price with VAT in HRK*** | | | | |  |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2021

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of the legal representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the legal representative)

1. Or national identification number according to the economic operator’s country of establishment, if applicable [↑](#footnote-ref-1)
2. Economic operators registered in Croatia that are not in VAT system, do not fill in the column (or put 0). Economic operators registered outside the Republic of Croatia in or out of VAT system, in the place of VAT have to put “reverse charge”. [↑](#footnote-ref-2)
3. Add rows, as necessary [↑](#footnote-ref-3)